

**Office of Drug Control Policy**  
**Safe and Drug-Free Schools and Communities Act**  
**State Advisory Committee**

**ARTICLE 1 - NAME, PURPOSE**

- Section 1: The name of the committee shall be the **Safe and Drug-Free Schools and Communities Act Advisory Committee**, hereinafter referred to as the “**Committee**.”
- Section 2: The Safe and Drug-Free Schools Advisory Committee was formed to serve in an advisory capacity to the Office of Drug Control Policy, Education Section. The Committee is a major resource and mechanism to gather input as the Education Section develops guidance, plans, training programs, and other material relating to Safe and Drug-Free Schools and Communities Act (SDFSCA) program serving schools, students, parents, and communities. The Committee also provides feedback on the impact of the SDFSCA program. The Committee is comprised of individuals who bring unique knowledge and skills to complement the knowledge and skills of the governing agency, the Office of Drug Control Policy (ODCP).
- Section 3: The Advisory Committee represents the interests of all Michigan public and private nonpublic schools, students and other youth receiving SDFSCA funded services, and advocates on their behalf.
- Section 4: The Committee does not have formal authority to establish or issue policy guidance or directives that must be followed by ODCP, public or private nonpublic schools, or community-based organizations. Rather, the Committee serves to make recommendations and provide critical input and background for the state-level policy makers in ODCP. Committee members have no legal responsibilities; they have no vested right to serve; and no immunity from removal.

Through regular meetings, the Committee helps ensure effective and timely input into the yearly planning process.

## **ARTICLE II - MEMBERSHIP**

Section 1: The Committee has 18 voting members. Additional members may be added by ODCP, as needed, if it determines that the Committee is not representative of its constituency. ODCP may identify up to four, non-voting alternate members to serve on the committee to ensure proper representation in the absence of a voting member(s). ODCP appoints members to the committee according to established criteria. If a member resigns, for whatever reason, ODCP will identify replacements following the same criteria used for appointments.

Section 2: Membership Criteria

A. General Members

- 5 - ISD representatives
- 6 - LEA representatives
- 1 - Charter School/public school academy representative
- 1 - Nonpublic school representative
- 1 - Office of Drug Control Policy

B. At-Large Members – State Agencies and Associations

- 1 - Michigan Association of Nonpublic Schools
- 1 - Governor's Discretionary Grantee representative
- 1 - Michigan Department of Community Health - Adolescent Health Services
- 1 - Michigan Department of Education - Safe Schools Office

C. Other criteria used for appointments

- Urban and rural representation
- Cultural and ethnic diversity
- Fair and equitable representation
- Competency and knowledge of adolescents & effective prevention strategies

Section 3: Committee members are expected to follow developments that affect prevention and the SDFSCA program. They must set aside any potential conflict between their personal or individual school's interests to support the well being and interests of all schools and the Committee on which they serve. The Advisory Committee will be a group of interested education and non-education professionals who bring a breadth of skills, experience and diversity to the

Committee. It is also expected that the Committee will evolve to meet changing needs and circumstances.

- Section 4: Application for membership shall be open to any local educational agency, public school academy, intermediate school district, or discretionary grant representative, responsible for the Safe and Drug-Free School program in their school or community, and who supports the purpose statement in Article 1, Section 2, and membership requirements contained in Article 2, Section 1.
- Section 5: ODCP has the authority to establish and define membership categories and grant committee membership. Continuing membership is contingent upon complying with the attendance and membership policy.
- Section 6: Each member shall have one vote. If a committee member cannot attend the meeting, a designated representative may vote on their behalf. Guests are not permitted to vote on matters coming before the Committee.

Subcommittees may be formed to focus on specific issues. All subcommittees will report back to ODCP and to the Committee-as-a-whole, at one of the regularly scheduled meetings.

### **ARTICLE III - MEETINGS OF MEMBERS**

- Section 1: Annual Meeting. The date of the regular annual meeting shall be set by the Office of Drug Control Policy who shall also set the time and place.
- Section 2: Meetings. The Committee shall meet at least quarterly, at an agreed upon time and place.
- Section 3: Special Meetings or Executive Sessions. The ODCP or one of the Advisory Committee Co-chairs may call special meetings.
- Section 4: Notice. Notice of each meeting shall be given to each voting member, by e-mail, not less than ten days before the meeting.

### **ARTICLE IV – PUBLIC INPUT**

- Section 1: There shall be an opportunity at the beginning of each meeting for public input from nonmembers. Individual comments shall be limited to 10 minutes.

- Section 2: Individuals addressing the Committee shall prepare written comments in advance and bring 20 copies for the Committee.
- Section 3: At least 48-hrs advance notice is recommended in order to comply with the Americans with Disabilities Act.

## **ARTICLE V – ADVISORY COMMITTEE**

- Section 1: Composition. The ODCP is responsible for overall policy and direction of the **Advisory Committee**. The Committee shall have up to eighteen, and no fewer than fifteen, members. The Committee receives no compensation other than mileage if the representing agency is unable to provide support. Mileage reimbursement is subject to availability of funds and budget limitations.
- Section 3: Committee Membership. In addition to the ODCP seat, up to seventeen additional Committee members shall be appointed by ODCP. Member Representatives will be divided into four categories: 1) local educational agency representative, 2) public school academy representative, 3) intermediate school district representative, and 4) at-large Members. Membership will also reflect geographic regions and types of schools and organizational entities.
- Section 4: Terms of Membership. All Committee members shall serve three-year terms, but are eligible for reappointment. However, no member shall serve more than two three-year terms. Governor's Discretionary Grantee representative appointment may be appointed annually.
- Section 5: At-Large-Members: The At-Large Committee Members representing community-based discretionary grantees are appointed for a one-year term and must be affiliated with a currently funded SDFSCA program. Other At-Large members represent educational associations or groups involved in SDFSCA programming.
- Section 6: At-Large Association or Agency Representatives. At-large members should represent diverse interests of the community. A majority of the board must represent organizations that serve or advocate for disadvantaged constituencies.
- Section 7: Quorum. At least seven members or forty percent of the current Committee membership must be present before motions are made or passed.

Section 8: Officers and Duties. There shall be two Advisory Committee Co-Chairs elected by the Committee at the annual meeting after the at-large members are seated. The Co-Chairs shall preside or arrange for other members of the executive committee to preside at each meeting.

Secretary. ODCP will prepare meeting agendas, provide secretarial support at Committee meetings, and provide meeting minutes and notes to members.

Section 9: Vacancies. When a vacancy on the Committee exists, nominations or applications for membership may be submitted to ODCP for consideration. Appointed members must meet the categorical requirements for the position vacated. All vacancies will be filled only to the end of the Committee member's term.

Section 10: Resignation, Termination and Absences. Resignation from the Advisory Committee must be in writing and received by one of the Co-Chairs or ODCP. All Committee members must represent a voting member organization. If it is determined either by ODCP or the member organization that their representative who serves on the Committee no longer represents the member organization, the person is no longer eligible to be one of the Advisory Committee members. A member shall be dropped for excess absences from the Committee if he or she has three absences during a twelve-month period. A Committee member may also be removed for other reasons by a two-thirds vote of the remaining members.

Section 11: Special Meetings. Special meetings of the Board shall be called upon the request of the Chair or one-third of the Board. The Secretary shall send out notices of special meetings to each Board member postmarked two weeks in advance.

Section 12: The Committee also must assess its own performance at least yearly based on established yearly goals created during the strategic planning process. A report shall be submitted to ODCP for use in its strategic planning.

## **ARTICLE VI - SUB-COMMITTEES**

Section 1: The ODCP and Committee may create sub-committees as needed. Membership on subcommittees is not limited to advisory Committee Members; however, sub-committee chairs must be members of the Advisory Committee.

## **ARTICLE VII - AMENDMENTS**

Section 1: These Bylaws may be amended, when necessary, by the ODCP. ODCP may amend independently with advance notice to the Advisory Committee. ODCP will also consider other proposed amendments supported by a two-thirds majority of the Committee. Proposed amendments must be submitted to ODCP at least fourteen days before the regularly scheduled meeting to be sent out with regular meeting announcement.